

## Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held October 19<sup>th</sup>, 2016 at 4:30 p.m. in the Karl Martin room.

ATTENDING TRUSTEES: Jessica Arnold, Adrienne Braithwaite (chairperson), Bev Horn, Peter Fleming, David Marriott, Bob Young

STAFF MEMBERS: Carla Frybort (Library Director), Linda McLean (recording secretary)

OTHER: Jim Jones (city staff rep)

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**PRESIDING CHAIR:** A. Braithwaite

Meeting was called to order at 4:30 pm.

### **CONSENT AGENDA**

1. Information Items
    - a) Variance report
  2. Approval of September 21<sup>st</sup>, 2016 minutes.
  3. Reports: Library Director, Info Services
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### **MOTION TO ACCEPT CONSENT AGENDA:**

#### **MOTION 41-2016**

D. Marriott moved to accept the consent agenda as presented.

**MOTION CARRIED**

### **MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:**

#### **MOTION 41-2016**

B. Horn moved to accept the remaining components of the agenda as presented.

**MOTION CARRIED**

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### **ACTION AGENDA**

Staff gift cards.

C. Frybort reminded the board they have given library employees gift cards in previous years in appreciation of their hard work.

#### **MOTION 42-2016**

D. Marriott moved to give staff gift cards in the same amount as previous years. B. Horn seconded

**MOTION CARRIED**

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### **ITEMS FOR DISCUSSION/EXPLORATION**

1. Review of September 2016 action list: none
2. Correspondence & Media: none

*(J. Arnold arrived at the meeting at 4:35 pm.)*

### 3. Historic Leduc final report – Carla

Connor Kurtz compiled a report on the Leduc Historic Project. He also left recommendations such as a permanent position be created in the future. B. Young will mention the project to council and see if they feel a permanent position is needed.

C. Frybort noted the student position was not paid for from the library budget but was a city project. All the gathered information and recommendations from the city and the library now need to be tied together. B. Young asked C. Frybort to mention the historic project in her budget presentation this fall. She will prepare a shorter report on the project with C. Kurtz's recommendations and forward it to J. Jones, B. Young and D. Melvie at the city. She noted there could be a problem finding space to store archival information in a climate controlled environment.

### 4. LAL update –Carla

Carla informed the board they may be approached about a partnership with LAL and Leduc Public Library. She mentioned that a similar program to LAL is run effectively in the Red Deer Public Library and may be a model we could look at if and when we are approached by LAL.

### 5. 2017 board appointments – Jim.

The board selection committee made a recommendation to accept A. Braithwaite to continue to sit on the library board. There are three vacancies on the board with four candidates applying for a position. The committee will present recommendations to council at the last council meeting in December. The successful candidates will attend a city orientation January 17<sup>th</sup>, 2017.

6. The personnel committee were asked to set a date for the library director's evaluation. C. Frybort asked if they would like her to prepare anything for the meeting. D. Marriott liked how Carla summarized her accomplishments and goals in her 2015 review and recommended a similar format for her 2016 evaluation. A date was set for November 28<sup>th</sup>, 4:30 pm for the committee and C. Frybort attending at 4:45 pm.

### 4. Round Robin

#### C. Frybort

Carla and some staff have been working on better communication to get the message out on library programs and services. We are moving to a larger program guide which is easier to read and less wordy. Yellowhead (YRL) will be redesigning our library website which will also show programming in a different format. The current program guide is now online and patrons may flip the pages like a book instead of scrolling down.

There were a few incidents in the last month. The first involved two regular patrons who had a verbal argument in the parking lot. The second incident was a theft in the library, where a patron went to the washroom and left some items unattended at a table; a phone and id were stolen. She expects more security and social issues to arise as Leduc grows.

Two library trustees may attend a culture forum presented by the city's park and recreation department. The deadline to register for the Nov. 17<sup>th</sup> event is Nov. 8<sup>th</sup>.

#### B. Horn

Connor Kurtz's historic report reminded her of a few more people who may be interviewed. She will send Carla the names.

#### B. Young

During a recent trip he was impressed by how other cities were able to manage their organizations so they all work together cohesively within in their communities. He expressed our communities' organizations should aim towards working together more effectively.

#### A. Braithwaite

She discovered at the library board basics workshop the library is to send the bylaws to the province every year. Previously, bylaws were sent only when changes occurred. She also learned that legally, the board is known as the 'City of Leduc Library Board' not the 'Leduc Public Library Board' which C. Frybort said is the name that must be used on grant applications.

D. Marriott

He finished conducting three interviews for the historic project.

He has heard positive comments regarding the art piece outside the library.

As part of the 'Friends' group, they have found it challenging to purchase new 'Daisy Readers'. The new readers are currently in Toronto receiving technical upgrades. The type of reader ordered will be capable to have downloaded material added.

J. Jones

He informed the trustees the city is very appreciative of the library board and D. Marriott for their contributions on the selection of the art piece and the dedication ceremony.

P. Fleming

Carla had sent a video on a speech from Calgary Public Library to all the trustees. He enjoyed the presentation.

L. McLean

She had attended a 'Professional Minute Taking' course hosted by the city. It was very informative. She discovered board members names do not have to be included in the minutes. It was decided to continue using names in the minutes.

DATE OF NEXT MEETING: Regular Monthly Board Meeting  
Wednesday, November 16<sup>th</sup>, 2016

**MOTION TO ADJOURN:**

**MOTION 43-2016**

D. Marriott moved to adjourn the meeting at 5:30 pm.

**MOTION CARRIED**



Adrienne Braithwaite, Chairperson



Linda McLean, Recording Secretary

Date: Nov. 16, 2016